

11 JUL 1983

MEMORANDUM FOR: Executive Director, Central Intelligence Agency *Jan*  
FROM: Director of Central Intelligence  
SUBJECT: DCI Exceptional Intelligence Analyst Program

1. I am pleased once again to extend my congratulations to the talented intelligence analysts in the Central Intelligence Agency for having been selected to participate in the 1980-1983 Exceptional Intelligence Analyst Programs. As you know, I have great interest in this program as a means of improving the quality of intelligence analysis in the Community. To enhance the value of the program, I have directed the Director of the Intelligence Community Staff to provide additional program monitoring, and I would appreciate your cooperation in personally assuring that this oversight is carried on in the Agency.

2. First, I would like you to ensure that, for all programs in progress (Classes of 1981-1983), the designated project monitors prepare quarterly reports and submit them to the Director of the Intelligence Community Staff, who is responsible for the management of the program. These reports should be prepared every three months, starting with a report on 30 September 1983, and should include:

- o Progress the analyst has made in accordance with his proposed program;
- o Significant changes, if any, that the analyst has made in his program;
- o Problems that the analyst has encountered;
- o New requirements that have arisen;
- o Foreign and domestic travel taken;
- o Money spent and amount of current fiscal year funds left; and
- o Plans for the next three months.

These quarterly reports need not be lengthy, but they are essential. A one- or two-page report is sufficient. The ICS/Planning and Policy Staff will review the reports and prepare summaries of work in progress for the entire program for my personal review.

3. Second, I am also directing that each Exceptional Intelligence Analyst prepare a final report and, if applicable, produce associated products such as a data base or reference files, at the completion of his program. These final reports and products will be reviewed by members of the Selection Committee, and the best one or two will be presented by the author to the National Foreign Intelligence Board. In addition, these reports will be circulated throughout the Community.



4. Third, I have directed that each candidate's subsequent assignments and performance be monitored on my behalf and highlighted to me annually by the parent agency through the agency point of contact for the first five years after his return to normal duties. I am hopeful that this program will provide tangible returns to the analyst in the form of recognition and career opportunities and in this manner encourage many of the best ones to participate. These annual reports, as well as the quarterly reports, should be forwarded to [redacted] Planning and Policy Staff, Intelligence Community Staff.

STAT


5. For your information, I have enclosed a list of all ongoing and completed Exceptional Intelligence Analyst projects in the Agency, the responsible project monitors, and the funds allotted to the various programs (Tab A). As you can see, the members of the Class of 1980, the first class of this program, have all completed their projects, and although it was not a requirement at the time, I would appreciate it if they would also provide a final report and product as applicable to me at the earliest convenient time. Please inform your designated agency point of contact (Tab B) of these new reporting requirements.

6. In order to keep a balanced perspective on the program, it is well to remember that the analysts' programs have all been thoroughly reviewed and approved by a Community-wide Selection Committee. Minor constructive changes to the programs are to be expected as the analysts get further into their respective endeavours. Such changes are within the intended scope of the DCI Exceptional Intelligence Analyst Program, and with the approval of their project monitors, these changes are perfectly acceptable and should not require further approval by the parent agency. In general, the parent agency need not spend a great deal of administrative and managerial effort on these relatively autonomous programs.

7. Since the goal of this program is to enhance the overall quality of intelligence analysis throughout the Community, I urge you to speak to these analysts upon their return to normal duties to determine where their newly-acquired knowledge and experience might best be put to use.

8. Thank you for your continued support of this important program.

STAT

[redacted]  
 William J. Casey

Attachments:  
a/s

SUBJECT: Letters Requesting Quarterly Reports and Final Reports

Distribution (DCI/ICS 83-4354/2)

Original - Addressee

- 1 - DCI
- 1 - DDCI
- 1 - ER
- 1 - D/ICS
- 1 - ICS/PPS Chrono
- 1 - ICS/PPS Subject
- 1 - ICS Registry

DCI/ICS/PPS/ [redacted] (2 May 1983)

STAT

**Page Denied**

## TAB B

## DCI EXCEPTIONAL INTELLIGENCE ANALYST PROGRAM

## AGENCY POINTS OF CONTACT

<u>Agency</u>	<u>Point of Contact</u>	<u>Phone Number</u>	
Air Force	Major Jo Greenmeyer	697-4748	
Army	John McGlone	695-3369	
CIA			STAT
Commerce	Keith Fennell	377-2263	
DIA			STAT
Unified Commands, Library of Congress/ Federal Research Div.			STAT
Energy	Jim Rawers	252-2102	
FBI	Roger Clancey	324-4646	
Marine Corps	LtCol Donald James MGYSGT Johnny Asberry	694-3591	
Navy	George Kuruzovich	763-3544	
NSA			STAT
State/INR	C. Thomas Thorne	632-1038	
Treasury	Ken Steins	566-2981	
Program Manager:	Intelligence Community Staff Planning and Policy Staff		STAT
Budget and Fiscal Officer:	Intelligence Community Staff Budget and Fiscal		

ICS-4354/3

11 JUL 1983

Major General John B. Marks, US Air Force  
Assistant Chief of Staff for Intelligence  
Department of the Air Force  
Room 4A932, Pentagon  
Washington, D.C. 20330

Dear John:

I am pleased once again to extend my congratulations to the talented intelligence analysts in your agency for having been selected to participate in the 1980-1983 Exceptional Intelligence Analyst Programs. As you know, I have great interest in this program as a means of improving the quality of intelligence analysis in the Community. To enhance the value of the program, I have directed the Director of the Intelligence Community Staff to provide additional program monitoring, and I would appreciate your cooperation in personally assuring that this oversight is carried on in your agency.

First, I would like you to ensure that, for all programs in progress (Classes of 1981-1983), the designated project monitors prepare quarterly reports and submit them to the Director of the Intelligence Community Staff, who is responsible for the management of the program. These reports should be prepared every three months, starting with a report on 30 September 1983, and should include:

- o Progress the analyst has made in accordance with his proposed program;
- o Significant changes, if any, that the analyst has made in his program;
- o Problems that the analyst has encountered;
- o New requirements that have arisen;
- o Foreign and domestic travel taken;
- o Money spent and amount of current fiscal year funds left; and
- o Plans for the next three months.

These quarterly reports need not be lengthy, but they are essential. A one- or two-page report is sufficient. The ICS/Planning and Policy Staff will review the reports and prepare summaries of work in progress for the entire program for my personal review.

Second, I am also directing that each Exceptional Intelligence Analyst prepare a final report and, if applicable, produce associated products such as a data base or reference files, at the completion of his program. These final reports and products will be reviewed by members of the Selection Committee, and the best one or two will be presented by the author to the National Foreign Intelligence Board. In addition, these reports will be circulated throughout the Community.

DCI  
EXEC  
REG

Third, I have directed that each candidate's subsequent assignments and performance be monitored on my behalf and highlighted to me annually by the parent agency through the agency point of contact for the first five years after his return to normal duties. I am hopeful that this program will provide tangible returns to the analyst in the form of recognition and career opportunities and in this manner encourage many of the best ones to participate. These annual reports, as well as the quarterly reports, should be forwarded to [ ] Planning and Policy Staff, Intelligence Community Staff.

STAT

For your information, I have enclosed a list of all ongoing and completed Exceptional Intelligence Analyst projects in your agency, the responsible project monitors, and the funds allotted to the various programs (Tab A). As you can see, the members of the Class of 1980, the first class of this program, have all completed their projects, and although it was not a requirement at the time, I would appreciate it if they would also provide a final report and product as applicable to me at the earliest convenient time. Please inform your designated agency point of contact (Tab B) of these new reporting requirements.

In order to keep a balanced perspective on the program, it is well to remember that the analysts' programs have all been thoroughly reviewed and approved by a Community-wide Selection Committee. Minor constructive changes to the programs are to be expected as the analysts get further into their respective endeavours. Such changes are within the intended scope of the DCI Exceptional Intelligence Analyst Program, and with the approval of their project monitors, these changes are perfectly acceptable and should not require further approval by the parent agency. In general, the parent agency need not spend a great deal of administrative and managerial effort on these relatively autonomous programs.

Since the goal of this program is to enhance the overall quality of intelligence analysis throughout the Community, I urge you to speak to these analysts upon their return to normal duties to determine where their newly-acquired knowledge and experience might best be put to use.

Thank you for your continued support of this important program.

/s/ John N. McMahon  
for

William J. Casey

Enclosures

SUBJECT: Letters Requesting Quarterly Reports and Final Reports

Distribution (DCI/ICS 83-4354/3)

Original - Addressee

- 1 - DCI
- 1 - DDCI
- 1 - ER
- 1 - D/ICS
- 1 - ICS/PPS Chrono
- 1 - ICS/PPS Subject
- 1 - ICS Registry

DCI/ICS/PPS  (2 May 1983)

STAT



**Page Denied**

## TAB B

## DCI EXCEPTIONAL INTELLIGENCE ANALYST PROGRAM

## AGENCY POINTS OF CONTACT

<u>Agency</u>	<u>Point of Contact</u>	<u>Phone Number</u>	
Air Force	Major Jo Greenmeyer	697-4748	
Army	John McGlone	695-3369	
CIA			STAT
Commerce	Keith Fennell	377-2263	
DIA			STAT
Unified Commands, Library of Congress/ Federal Research Div.			STAT
Energy	Jim Rawers	252-2102	
FBI	Roger Clancey	324-4646	
Marine Corps	LtCol Donald James MGYSGT Johnny Asberry	694-3591	
Navy	George Kuruzovich	763-3544	
NSA			STAT
State/INR	C. Thomas Thorne	632-1038	
Treasury	Ken Steins	566-2981	
Program Manager:	Intelligence Community Staff Planning and Policy Staff		STAT
Budget and Fiscal Officer:	Intelligence Community Staff Budget and Fiscal		